

**Virginia Department of Health  
Henrietta Lacks Commission**

**October 14, 2022**

**10:30AM**

**Halifax County Industrial Development Authority, South Boston, Virginia**

**MINUTES**

**ATTENDANCE**

Sandra Serna  
Janaye Oliver  
Dr. Betty Adams  
Dr. Adele Newson-Horst\*  
Kristy Johnson  
William Claiborne  
Jeri Lacks-Whye\*  
Dr. Nettie Simon-Owens  
Danielle Duncan

**AFFILIATION**

Virginia Department of Health, Office of Health Equity  
Virginia Department of Health, Office of Health Equity  
Executive Director of Southern Virginia Higher Education Center  
Board Member of Henrietta Lacks Legacy Group  
Executive Director of Halifax Industrial Development Authority  
Designee of Chair of the Board, Halifax County Board of Supervisors  
Member of Henrietta Lacks Family  
Member of Halifax County Industrial Development Authority  
Designee of Mayor of South Boston, Clerk of the Town of South Boston, South Boston

**Not In Attendance**

Senator William Stanley  
Delegate James Edmunds

Member of Virginia Senate  
Member of the Virginia House of Delegates

\*Participated remotely

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
1. Call to Order, Introductions & Roll Call	Meeting was called to order at 10:39 AM EST.  Commission members introduced themselves, including what organization they represent.	None
2. Ice Breaker	What does Henrietta Lacks' legacy mean to you?	None
3. Review of Meeting Minutes	The previous meeting was conducted in Dec 2019. The commission has not convened due to the COVID-19 pandemic.	VDH will identify the most recent meeting minutes in our files/archives and those notes will be shared for approval during the next meeting.
4. Old Business:	Henrietta Lacks Legislation <ul style="list-style-type: none"> <li>● Commission Members Roles &amp; Responsibilities</li> <li>● Annual Report</li> <li>● Status of Commission Members</li> </ul>	Annual Report will be prepared and shared at the December meeting.

TOPIC	DISCUSSION	ACTION
<p>5. Report: Updates Virginia Department of Health, Office of Health Equity</p>	<ul style="list-style-type: none"> <li>● VDH Changes <ul style="list-style-type: none"> <li>- During the COVID-19 VDH experienced several staff changes, Sandra Serna and Janaye Oliver joined 5 months ago and are now leading the support of the Henrietta Lacks Commission.</li> <li>- VDH's role and responsibilities to commission <ul style="list-style-type: none"> <li>i) Provide administrative support, assist with providing resources related to state policies and legislation, coordinating meetings and reporting to the Governor's Office. The commission's mission is to create a public private partnership that leads to a research and treatment center in Halifax County. The progress on this work will be shared in the annual report.</li> </ul> </li> </ul> </li> </ul> <p><u>Question in the chat:</u> <i>Who exactly are the appointed commissioners?</i></p> <p><u>Answer:</u> <i>Legislation appoints commissions for a 2 year term up to 4 terms. When a term expires the person serving does not have to stop their work and can serve until they are either reappointed or replaced. Roles marked by and asterisk below are allowed to have another person serve as a designee. Roles marked by bold lettering are considered ex officio, meaning they are a result of the position. These positions do not go through an appointment process. Ex officio positions with a designee may have another individual serve in their commission role for them. The designations and appointments are as follows:</i></p> <ul style="list-style-type: none"> <li>● <i>Mayor of South Boston Virginia*</i></li> <li>● <i>Chair of Board of Supervisors*</i></li> <li>● <i>Executive Director of Southern Virginia Higher Education Center*</i></li> <li>● <i>Executive Director of Halifax Industrial Development Authority</i></li> <li>● <i>Member of the Halifax County Industrial Development Authority</i></li> <li>● <i>Member of Lacks family</i></li> <li>● <i>Board Member of Henrietta Lacks Legacy Group</i></li> <li>● <i>One member of Virginia Senate</i></li> <li>● <i>One Member of Virginia House of Delegates</i></li> </ul> <ul style="list-style-type: none"> <li>ii) As it stands all appointments have expired and must be resubmitted for appointment.</li> </ul> <p><u>Question in Chat:</u> <i>Is it possible to get a copy of appointment papers?</i></p>	<p>Link to the legislation and the list of positions appointed:  <a href="https://law.lis.virginia.gov/vacode/title2.2/chapter25/section2.2-2538/">https://law.lis.virginia.gov/vacode/title2.2/chapter25/section2.2-2538/</a></p> <p>VDH will submit the appointment information to the Secretary of the Commonwealth to attain appointment for the Member of the</p>

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	<p><i>Answer: Yes, it is, VDH will work to get a reappointment and will be send notice to each commission member</i></p> <p>iii) Under Mr. Henry Murdaugh, the then acting director of the Office of Health Equity, a brief report was created to report the work of the commission for the last two and half years. This is not considered the annual report, but will be included in it as a status update.</p>	<p>Halifax IDA, Lacks Family Member, and Board Member of Henrietta Lacks Legacy Group</p> <p>VDH will share the status update with the commission members</p>
6. Sunset Date Change	<ul style="list-style-type: none"> <li>In 2021, the Henrietta Lack’s Commission’s sunset date was amended at the behest of Senator Bill Stanley to be July 1, 2026</li> </ul>	<p>Legislation denoting sunset date change:  <a href="https://law.lis.virginia.gov/vacode/title2.2/chapter25/section2.2-2538/">https://law.lis.virginia.gov/vacode/title2.2/chapter25/section2.2-2538/</a></p>
7. Commission Positions	<ul style="list-style-type: none"> <li>The Commission was previously led by Ms. Mattie Cowan, with her stepping down the commission needs to elect a new chair and vice chair.</li> <li>Chair Vote: <ul style="list-style-type: none"> <li>Dr. Nettie Simon-Owens current Vice Chair opened the floor for nominations</li> <li>Dr. Betty Adams nominated Dr. Nettie Simon-Owens for Chair of Henrietta Lacks Commission. Kristy Johnson seconded the nomination. William Claiborne motioned to close the nominations</li> <li>No discussion</li> <li>It was properly moved and seconded that Dr. Simon-Owens become chair of the Henrietta Lacks Commission. Votes: Aye- 4 , Nay-0, Abstention- 1 (Dr. Simon-Owens), No vote Cast due to remote participation – 2 (Dr. Adele Newson-Horst, Jeri Lacks-Whye), No vote Cast due to absence - 2 (Senator William Stanley, Delegate James Edmunds)</li> <li>Motion Carried</li> </ul> </li> <li>Vice Chair Vote: <ul style="list-style-type: none"> <li>Dr. Nettie Simon-Owens current Vice Chair opened the floor for nominations</li> <li>Dr. Betty Adams nominated Kristy Johnson for Vice Chair of Henrietta Lacks Commission. William Claiborne seconded the nomination. Dr. Simon-Owens moved to close nominations</li> <li>No discussion</li> <li>It was properly moved and seconded that Kristy Johnson become vice chair of the Henrietta Lacks Commission. Votes: Aye- 4 , Nay-0, Abstention- 1 (Kristy Johnson), No vote Cast due to remote participation – 2 (Dr. Adele Newson-Horst, Jeri Lacks-</li> </ul> </li> </ul>	

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	<p>Whye), No vote Cast due to absence - 2 (Senator William Stanley, Delegate James Edmunds)</p> <ul style="list-style-type: none"> <li>- Motion Carried</li> </ul> <p><i>Point of clarity: Dr. Adele Newson-Horst and Jeri Lacks-Whye are unable to vote due to their remote participation, until the bylaws are updated. An onsite quorum is present for this vote.</i></p>	
8. Bylaw Review	<ul style="list-style-type: none"> <li>● VDH staff reviewed the Henrietta Lacks Commission’s Bylaws and identified policies which it recommends be amended to address grammatical errors, changes in policies, and changes in dates. VDH recommends that the following be amended to reflect the following: <ul style="list-style-type: none"> <li>- Sunset Date Change: <ul style="list-style-type: none"> <li>i) Article I Section 2 &amp; 3; Article II Section 7,8; Article III Section 1</li> </ul> </li> <li>- Grammatical errors and numbering <ul style="list-style-type: none"> <li>i) Article I; Article II Section 4, 5, 8; Article III Section 1,</li> </ul> </li> <li>- Update Remote Meeting Policy and Individual Virtual Partition <ul style="list-style-type: none"> <li>i) Article II, Section 5: Remote Meetings <ul style="list-style-type: none"> <li>(1) The language to amend this section is the recommended language from the Virginia</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>Discussion:</p> <p><u>Question:</u> <i>When amending the bylaws, will this allow for hybrid meetings, if so, what are the guidelines for this?</i></p> <p><u>Answer:</u> <i>Yes, by making these changes it would allow an individual who could not attend in person to notify the commission of this and then receive permission, VDH recommends the Chair be empowered to approve/deny individual remote participation. If approved, one individual can participate remotely up to two times or for 25% of the meetings due to personal circumstances.</i></p> <p><i>Point of Clarity: We need to delineate between remote participation and virtual meetings. Remote participation is for the individuals to attend via video conferencing; virtual meetings are when all commission members and the public attend a meeting virtually.</i></p> <p>The commission plans to have 4 meetings in a year.</p> <p><u>Question:</u> <i>Do the changes represent a specific enough change to the bylaws to support all of the changes? Specifically, Article 2,</i></p>	The fully amended Bylaw document will be shared with commission members prior to the next meeting.

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	<p><i>section 5 of the bylaws, will reflect the changes of the Code of Virginia §2.2-3700.</i></p> <p><u>Answer:</u> <i>Yes, the prescribed change will reflect the change. Also be careful to not be too specific to make the bylaws too narrow.</i></p> <p>The commission would like to add a section to delineate between virtual and remote meetings. In the commission’s bylaws, section 5’s title will be changed to reflect this.</p> <p><u>Question:</u> <i>It is difficult to hear those meetings in person, can the meeting host enable the transcription feature so remote participants can follow the discussion more closely?</i></p> <p><u>Answer:</u> <i>The transcription feature is an individual option; attendees may choose the closed caption (CC) button at the bottom of the zoom toolbar to choose this.</i></p> <p><u>Question:</u> <i>What is the language going at the end of the bylaws?</i></p> <p><u>Answer:</u> <i>(The bylaws document is shared on the meeting screen) VDH has added a paragraph to address the individual remote attendance and virtual full body meetings.</i></p> <p>The commission also amended Section 5 of the Bylaws to reflect that the bylaws will coincide with whatever changes occur in the Code of Virginia in relation to remote participation and virtual meetings.</p> <p>Note: With this vote those commission members who were attending the meeting onsite could now vote (Jeri Lacks-Whye and Dr. Adele Newson Horst did not vote due to remote participation) all votes in this meeting will now reflect this change.</p> <ul style="list-style-type: none"> <li>● Bylaws Changes: <ul style="list-style-type: none"> <li>- Dr. Nettie Simon-Owens current Vice Chair opened the floor for motions</li> <li>- Kristy Johnson moved to adopt the changes; Dr. Betty Adams seconded the motion.</li> <li>- No Discussion</li> <li>- Votes: Aye- 5 , Nay-0, Abstention- 2 ( Dr. Adele Newson-Horst, Jeri Lacks-Whye), No vote Cast- 2 (Senator William Stanley, Delegate James Edmonds)</li> <li>- Motion Carried</li> </ul> </li> </ul>	

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<p>9. 2022/2023 Calendar</p>	<ul style="list-style-type: none"> <li>● 2022 Annual Meeting <ul style="list-style-type: none"> <li>- Thursday, December 1, 2022 9AM-3PM <ul style="list-style-type: none"> <li>i) This meeting will be a full day, in person meeting.</li> <li>ii) Agenda <ul style="list-style-type: none"> <li>(1) Approve previous minutes, strategic plan review, discussion of latest events related to all Henrietta Lacks work, staffing for commission, website, communications review and approve annual report to submit to the Governor.</li> <li>iii)The following Commission members are unable to attend the December 2022: Betty Adams, Senator William Stanley</li> </ul> </li> </ul> </li> <li>- Logistical concerns <ul style="list-style-type: none"> <li>i) There is a hope that commission members in Maryland attend in person. With this in mind, there should be a coordination of flights and travel.</li> </ul> </li> </ul> </li> <li>● 2023 Calendar <ul style="list-style-type: none"> <li>- The commission will meet quarterly in 2023, with the idea to meet at the end of each quarter.</li> <li>- Senator Stanley recommended during his conversation with VDH that the commission meet during the Virginia General Assembly sessions in Richmond, Virginia to allow for the commission to meet in person and to also garner support for the work of the commission. His suggestion was to have a formal reception, however commission members felt a more informal or attending other events to promote the commission may be suitable due to the financial constraints of the commission.</li> <li>- During the commission outreach, VDH identified the best meeting days of the week are Thursday and Friday to accommodate Jeri Lacks Whye and Dr. Adele Newson-Horst's schedules.</li> <li>- The meeting schedule for 2023 is as follows: <ul style="list-style-type: none"> <li>i) Q1: January 26<sup>th</sup> /February 2<sup>nd</sup> – In person meeting, hold for best date to meet during the convening of the General Assembly</li> <li>ii) Q2: May 18<sup>th</sup> – Virtual Meeting</li> <li>iii) Q3: August 17<sup>th</sup> – Hybrid Meeting</li> <li>iv) Q4: November 16<sup>th</sup> – In-person Meeting</li> </ul> </li> </ul> </li> </ul> <p>Announcement: Anyone who wants to add action items to the meeting agenda, please submit to the commission chair prior to the meeting.</p>	<p>VDH staff will share the meeting calendar hold via calendar invitation and email.</p> <p>VDH and Commission Leadership will identify December 2022 meeting agenda</p> <p>The commission via Kristy Johnson and IDA will take down the website as it does not accurately reflect the work of the commission.</p> <p>Kristy Johnson and the IDA oversee the IDA budget that includes funds for HLC travel and will coordinate the flights for each commission member traveling from Maryland.</p> <p>VDH Staff will host the meeting in Richmond and provide the Commission with the best date from the options provided.</p> <p>For future virtual meetings, a sound check should be conducted to ensure all participants can hear the speakers.</p> <p>VDH will share the strategic plan, minutes, and any other related documents.</p>

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	<p>The commission members will review the annual report draft and strategic plan prior to the December meeting.</p> <ul style="list-style-type: none"> <li>● Calendar Dates Vote and Adjourn Meeting <ul style="list-style-type: none"> <li>- Chair Dr. Nettie Simon-Owens opened the floor to motion for a vote.</li> <li>- Dr. Betty Adams moved to adopt the changes; William Claiborne seconded the motion.</li> <li>- No Discussion</li> <li>- Votes: Aye- 7 , Nay-0, Abstention- 0 No vote Cast- 2 (Senator William Stanley, Delegate James Edmonds)</li> <li>- Motion Carried</li> </ul> </li> </ul>	<p>Dr. Simon Owens and Ms. Johnson will draft the next meeting agenda.</p> <p>VDH will submit the annual report with the approval of the commission.</p>
Next Meeting Date	The Commission is scheduled to meet Thursday, December 1, 2022 9AM-3PM.	VDH will send calendar holds for all upcoming meetings and will register the meetings as public meetings.